

You may fax your Listing attached with this case sheet to 888 or 540 341-8924
RE/MAX Regency Listing Case Sheet
for Sale or Rent

Address: _____ Apt # _____
 Street # _____ Street Name _____
 City _____ State _____ Zip Code _____
 Commission: Listing _____ % Selling _____ %

- Listing Type:
- Residential Commercial Land Farm
- Referrals Rentals

- Source Type:
- Newspaper Advertising RE/MAX Sign Repeat Business Personal Lead
- Other Broker Office Walk In RE/MAX Relocation Canvass-Direct
- Mail Canvass-Door Canvass-Phone Open House Clubs Misc.
- Web-Site Billboard Advertising Referral Military Referrals
- Military Related Movers Office Extranet Manual Assigned
- Office Extranet Auto Assign Agent Web Auto Assigned
- Agent Web Manual Assign

Listing Information

Listing Date: _____ Expiration Date: _____

Listing Price: \$ _____ MLS#: _____

Sign on Property: Yes No Open House: Yes No For Lease Yes No

Lockbox#: _____

Sellers Information

Sellers or Landlord: Name: _____
 Salutation _____ First Name _____ Last Name _____

Address: (If different than property for sale)
 Salutation _____ First Name _____ Last Name _____

Street # _____ Street Name _____ Apt # _____ City _____ State _____ Zip Code _____

Home phone#: _____ Work phone #: _____

Cell Phone #: _____ Email: _____

Agent Information

Listing Agent: _____
 First Name _____ Last Name _____

The Following Forms are Required for Processing Sale Listings (Not Rentals)

- | | |
|--|---|
| <input type="checkbox"/> MRIS Listing Print-Out | <input type="checkbox"/> Affiliated Business Disclosure |
| <input type="checkbox"/> Listing Agreement | <input type="checkbox"/> Lead Based Paint/Prior to 1978 (IF APPLICABLE) |
| <input type="checkbox"/> Disclaimer/Disclosure Statement | <input type="checkbox"/> HOA Documents Ordered Yes _____ No _____ N/A _____ |
| <input type="checkbox"/> Disclosure of Brokerage | <input type="checkbox"/> Home Warranty Form (IF ORDERED BY AGENT) |
| <input type="checkbox"/> Sellers Estimated Cost | |